

***ANSWER TO
CIVIL COMPLAINT***

*PROCEDURE FOR FILING AN ANSWER
TO A CIVIL COMPLAINT*

- 1) Complete the *Answer* form.
- 2) Make a copy of your *Answer* for each opposing party (each plaintiff), and make one copy for yourself.
- 3) Take your original *Answer* for filing to the Clerks' Office, Room 119, 1st floor, Bernalillo County Courthouse, 400 Lomas Blvd NW, Albuquerque, New Mexico. The Clerks Office is open between the hours of 10:00 A.M. and 2:00 P.M.*, Monday – Friday. The Clerk will file the original *Answer*, endorse-stamp all of your copies, keep the original *Answer* for the court file, and return the copies to you. There is no cost for filing an *Answer*.

*Hours subject to change. Call 505-841-7438 to confirm hours.

- 4) You must mail, hand deliver, or fax a copy of your *Answer* to each opposing party, or, to his/her attorney if the opposing party is represented by counsel. This should be done on the date you certify on your *Answer* that you gave each opposing party a copy of this pleading by mail, hand-delivery, or fax.

Note: It is a good idea to file an Answer, even if your Answer is late. Whether a late Answer will be accepted is up to the Judge assigned to your case. Failure to file an Answer can result in serious consequences.